

RAAUZYUW RUDIDFE0001 3052005-UUUU--RHMCSUU.

ZNR UUUUU

R 012005Z NOV 05 ZYB

FM DFAS INDIANAPOLIS IN//ADIP//

TO AIG 4579

INFO DFAS INDIANAPOLIS IN//ADIP//

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UNCLAS

MSGID/GENADMIN/DFAS-ADIP//

SUB: RETENTION OF RECORDS FOR HURRICANE KATRINA (ACCTG POL IMPL MSG 06-08)

A. WHITE HOUSE MEMO, SEPTEMBER 23, 2005, COMPREHENSIVE REVIEW OF FEDERAL GOVERNMENT RESPONSE TO HURRICANE KATRINA; RETENTION OF RECORDS.

1. REFERENCED MEMO DIRECTED ALL FEDERAL AGENCIES TO RETAIN, PRESERVE AND MAINTAIN ALL RECORDS RELATING TO HURRICANE KATRINA FOR AN INDEFINITE PERIOD OF TIME.

2. IN THIS SCENARIO, RECORDS IS USED IN THE BROADEST SENSE. IT INCLUDES DOCUMENTS, REPORTS, WRITINGS, LETTERS, COMMUNICATIONS (INCLUDING E-MAILS, FAXES, ETC), CONTRACTS, ETC.

3. THESE RECORDS MAY BE KEPT EITHER IN HARD COPY OR ELECTRONIC VERSION. IF FEASIBLE, COMPILE AN ADDITIONAL COPY OF THE HURRICANE KATRINA RECORDS AND MAINTAIN THEM SEPARATELY FROM OTHER RECORDS. BY DOING THIS, THE ORIGINAL MONEY

ACCOUNT PAPERS AND OTHER ACCOUNTING DOCUMENTS CAN BE RETAINED USING CURRENT BUSINESS PRACTICES.

4. POC:

A. DFAS RECORDS MANAGER, 317-510-5041.

B. DFAS-IN ACCOUNTING PROCEDURES, 317-510-3272.//

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